

4052 - SERVICE SUPERVISOR

NATURE OF WORK

Responsible supervisory work in the cleaning and maintenance of pedestrian areas and public facilities.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Supervises employees involved in the cleaning and maintenance of pedestrian areas and public facilities.

Maintains inventory of equipment, tools, and supplies.

Schedules and verifies equipment maintenance.

Monitors performance of service contract (e.g. janitorial) employees.

May supervise employees engaged in the operation of pedestrian trams or other vehicles.

Reports any damages and potential hazards in City pedestrian areas and facilities.

Prepares and maintains records and reports.

Receives and resolves citizen and employee complaints.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of procedures, equipment, tools, and materials used in the cleaning and maintenance of various surfaces and layouts.

Knowledge of the hazards and dangers associated with the cleaning and maintenance of public areas and facilities.

Some knowledge of tram or similar vehicle operation.

Ability to effectively supervise employees.

Ability to evaluate performance of employees, equipment, and operations.

Ability to understand and carry out oral and written instructions.

Ability to make simple oral and written reports.

Ability to establish and maintain effective working relations with employees and the public.

MINIMUM REQUIREMENTS

Employed by the City for six (6) months. One (1) year full-time experience in cleaning, maintenance, or repair of public or private property. One year of experience directing the work of others.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Significant standing, walking,

moving, climbing, carrying, and bending.

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SUPERVISION RECEIVED

General and specific assignments are received and work is performed with some latitude for the use of independent judgment in the selection of work methods and procedures, and is subject to review for compliance with departmental objectives and standards.

SUPERVISION EXERCISED

Trains, schedules, directs, and evaluates the work of subordinate crews.

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